The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 23, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Roberta E. Dillow brought the work session to order at 6:03 p.m. Other board members present included trustees Edmund S. Coale, III, and Kevin J. Doyle. Chair Katherine K. Rensin and trustees Mary S. Esmond and Patrick L. Huddie were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Christele Cain, director, international education.

Tom Glaser, vice president of information technology, introduced Trevor Plumley, website designer/developer, and Raymond Vaughan, senior programmer/analyst.

Cindy Peterka, vice president of student services, introduced Natalie Sanchez, academic advisor (graduation and transfer).

II. United Way Contributions from Students/Student Fundraising

Cindy Peterka introduced Schnell Garrett, assistant director of student life, who introduced the students present who raised $281.40 toward the college’s United Way campaign from a 1970's-style dance and bake sale. The board recognized the students.

III. Introduction of Howard Community College's Fall Athletic Teams

Cindy Peterka introduced Diane Schumacher, director of athletics, who introduced the coaches and athletes and gave an overview of the athletic program. Athletes stated the high school they graduated from, their major at HCC, and to which institution they plan to transfer.

IV. Information Session: Middle States

Tom Glaser recognized Zoe Irvin, executive director of planning, research, and organizational development, Bernie Sandruck, professor and division chair mathematics, Mike Heffren, professor social sciences, and Linda Emmerich, director of development and special projects, for their work on the Middle States report. Bernie Sandruck and Mike Heffren gave a brief presentation on preparation of the report.

Dave Jordan, associate vice president of human resources, introduced the new employee orientation video narrated by President Hetherington. President Hetherington thanked
Margaret Kahlor, executive producer and television services director, and her team for producing the excellent video.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the February 23, 2011, work session of the Howard Community College Board of Trustees as approved on March 23, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 23, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Roberta E. Dillow brought the regular session to order at 7:04 p.m. Other board members present included trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Chair Katherine K. Rensin and trustee Mary S. Esmond were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of February 23, 2011, Agenda

A recommendation to approve the February 23, 2011, agenda, was moved by Trustee Doyle, seconded by Trustee Huddie, and unanimously approved.

B. Board Priority Items

1. Board End: Faculty and Staff Focus
   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

2. Fiscal Year 2010 Workforce Snapshot
   Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who thanked Karlyn Young, director of human resources, for working on the report. Mr. Jordan gave an overview of the report.

3. Financial Statements
   Lynn Coleman gave an overview.

4. Fiscal Year 2011 Awards
   Vice Chair Dillow brought forward recommendations from the legislative and community relations committee to present honorary degrees to Steve Sachs and Dick Story, and the trustee award to Eric Stein and Robert Jeffrey. No recommendations were made for the Clark Medal.

   A recommendation to approve the names submitted by the legislative and community relations committee was moved by Trustee Coale, seconded by Trustee Doyle, and unanimously approved.

C. President’s Report

President Hetherington asked Cindy Peterka, vice president of student services, to share census enrollment figures; she reported that headcount is up 7 percent and FTE by 8 percent. She added that this is the highest enrollment increase in the state for this semester. President Hetherington mentioned that she testified in front of the Senate Budget
and Tax Committee’s Education, Business, and Administration subcommittee and highlighted the Step Up program. She added that she is serving on the Maryland Association of Community Colleges (MACC) executive director search committee and attended the American Association of Community Colleges (AACC) listening tour hosted by the new president and CEO, Dr. Walter Bumphus, who has agreed to be the commencement speaker this year. President Hetherington mentioned grants HCC is applying for including the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant.

D. Board Member Comments

Vice Chair Dillow briefly reviewed the legislative and community relations meeting notes and thanked Nancy Gainer, executive director of public relations and marketing, and Cindy Peterka for organizing advocacy day, which had a total of 250 students from community colleges across the state including 15 from HCC. She added that offering textbook rentals helps students and the environment. She was also impressed by the students’ alternative winter break trip to an orphanage in the Dominican Republic.

Trustee Coale appreciated the candor and openness of the workforce snapshot as an example of an impressive organization that looks for improvement through self-analysis. He suggested special attention be paid to age and ethnicity of employees and that the faculty should mirror the ethnicity of the student body.

Trustee Huddie thanked Erin Yun, director of board relations and special projects, for her work with the trustees.

Trustee Doyle noted that the Middle States report was an example of the alignment of programs and their learning outcomes and the ongoing emphasis on closing the loop. He suggested including the need for funding for adults returning to college to retool their skills to compete in the current job market in the advocacy message to legislators.

E. Approval of Minutes

A recommendation to approve the February 2, 2011, work, regular and closed session minutes, and the February 10, 2011, retreat notes, was moved by Trustee Huddie, seconded by Trustee Doyle and unanimously approved.

F. Consent Items

1. Proposed new hires; and
2. Grants and scholarships.

A recommendation to approve the consent items was moved by Trustee Coale, seconded by Trustee Huddie, and unanimously approved.

G. Information Items

1. Issue Bin

Trustee Dillow mentioned the Hunan Manor event on March 7 and encouraged trustees to attend.

This item was for information only and required no board action.
2. **Board Calendar**

Erin Yun gave a calendar update.

This item was for information only and required no board action.

3. **Agreements Signed by the Board Chair Disclosure**

This item was for information only and required no board action.

4. **Personnel Summary**

This item was for information only and required no board action.

**Closed Session**

Vice Chair Dillow read the resolution to go into closed session.

*A recommendation to adjourn the regular session and go into closed session, was moved by Trustee Doyle, seconded by Trustee Huddie, and unanimously approved.*

The regular meeting was adjourned at 8:00 p.m.

The above constitutes the official minutes of the February 23, 2011, regular meeting of the Howard Community College Board of Trustees as approved on March 23, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, February 23, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:00 p.m., Vice Chair Dillow read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, and Lynn C. Coleman, vice president of administration and finance, were also present.

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on February 23, 2011, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a matter directly related to a negotiation strategy or the contents of a proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed a negotiation strategy related to the contents of a proposal.

The meeting was adjourned at 8:17 p.m.

The above constitutes the official minutes of the February 23, 2011, closed session of the Howard Community College Board of Trustees as approved on March 23, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer